

SACRAMENTO METROPOLITAN FIRE DISTRICT

FIRE CHIEF DON METTE

SAFETY DIVISION WORK PLAN 2008



PREVENTION PROTECTION COMPLIANCE IMPROVEMENT

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

EXECUTIVE SUMMARY

The following divisional work-plan represents a collective effort of research and development by a number of active members within the Sacramento Metropolitan Fire District. The contributing members recognize and respect the contributions and commitment to firefighter safety by their predecessors and wish to acknowledge and advance the body of work that they have inherited. We all understand that the occupation of firefighting is inherently dangerous. However we have legal, moral and ethical obligations to manage and mitigate the risks associated with our profession to the greatest degree possible. This work-plan is a critical component to effectively manage risks associated with the profession of firefighting and those risks distinctive of our organization.

The development of this plan included a comprehensive analysis of firefighter and work place safety practices and included: A review of Occupational Health and Safety (OSHA), National Institute of Occupational Safety and Health (NIOSH) and National Fire Protection Association (NFPA) regulatory standards related specifically to the fire service.

Additionally, a safety assessment survey was sent to all district members electronically asking survey participants to rate their safety concerns in eight occupational areas on a **Likert** scale seeking to measure the areas of greatest concern for district members. A statistically valid twenty-percent of district members responded to the survey. The results indicated that the greatest area of occupational safety concern was when working at an emergency scene. When asked about personal exposure to a safety related incident, the highest number of responses referenced activities at emergency scenes and EMS incidents. Training activities ranked third amongst areas of safety concern. When questioned regarding the District's culture towards safety, the greatest number of respondents felt the District was "Significantly interested in safety."

This work plan is intended to address workplace hazards that threaten the health and safety of Sacramento Metropolitan Fire District employees and represents a commitment to our cornerstone values of prevention, protection, compliance and improvement. This plan includes the following: The Safety Division Mission, Vision, and Values statements, and a division organizational chart. Included is a listing of the Safety Division's 20 active programs that identifies the top three priority programs, program leads, program goals and a brief description of each. Also included is a calendar of safety related activities with significant goals and timelines. Lastly, this work plan includes reference links to district policies regarding safety and the district's Injury and Illness Prevention Program, which lays the framework for district safety practices.



SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

MISSION STATEMENT

As an entity of the Sacramento Metropolitan Fire District, the mission of the Safety Division is to effectively minimize risk of an inherently dangerous occupation and create an inherently safe organizational culture. We strive to reduce injuries through education, analysis and advocacy, to provide the highest levels of protective measures and equipment for our members, and to comply with professional occupational regulatory standards of workplace safety. The Safety Division will constantly pursue methods to improve levels of safety in all areas of service delivery.



SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

VISION

We serve the members of the Sacramento Metropolitan Fire District and the Fire Service as a whole, with a focus on firefighter safety. We strive to develop and maintain a model program of safety that other agencies seek as an example of effectiveness and efficiency. Our vision is to promote a safe environment for our members through leadership, advocacy, coordination, and support. To develop and manage a state of the art respiratory protection and personal protective equipment service center. Additionally, we strive to develop and manage a firefighter health, wellness, and performance facility to enhance the health, fitness and well-being of our members and to provide the fire service community with valuable research data on firefighter health and performance.



SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

VALUES

PUBLIC SERVICE:

The Sacramento Metropolitan Fire District provides five essential services to the public: Fire Suppression, Emergency Medical Services, Community Risk Reduction, Hazardous Materials Mitigation and Technical Rescue Services. Everything else we do supports the delivery of these essential services. Serving the public is our focus and the reason for our existence.

PERSONNEL:

The personnel are the single greatest asset of the Sacramento Metropolitan Fire District and their health and safety are paramount.

PREVENTION:

An ounce of prevention is worth a pound of cure. Reduction of injuries and minimizing risk are our main motivation.

PROTECTION:

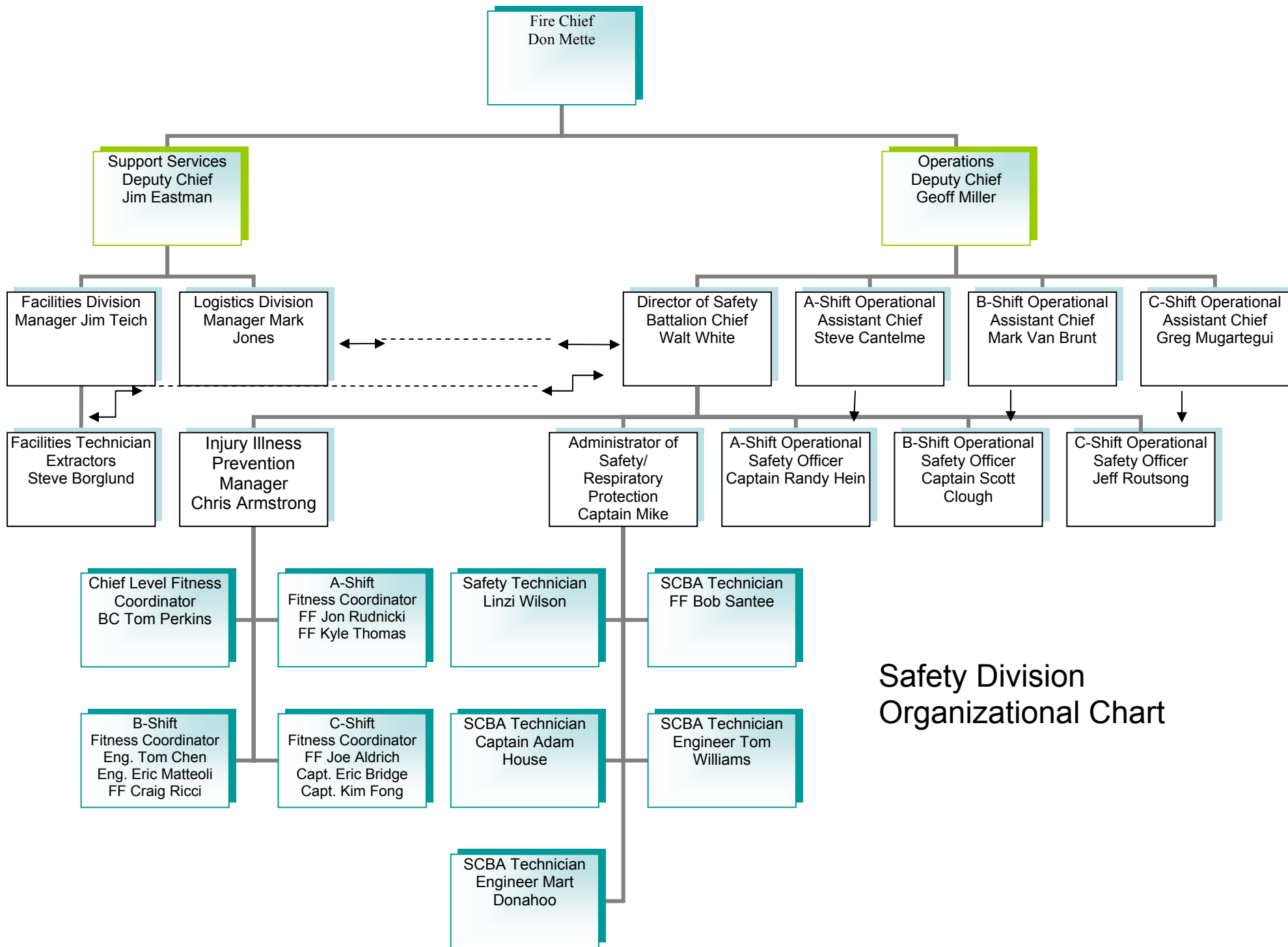
Provide preservation from injury or harm through the implementation of effective safety practices and the issuance of the highest level of personal protective equipment available.

COMPLIANCE:

Conform to industry and regulatory standards through cooperation and obedience.

IMPROVEMENT:

We strive to enhance or advance towards a more valuable or desired condition or outcome.



Safety Division
Organizational Chart

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINES
*TOP 3 PRIORITIES				
* Respiratory Protection	Teague, M (Respiratory Protection Manager) <i>OSHA Required</i> 566-4317	<ul style="list-style-type: none"> Care & Maintenance of SCBA & confined space equipment Respiratory Quantitative Fit Testing. Update Respiratory Protection Policy and APR purchase. 	Respiratory Protection includes the selection, use and maintenance of respiratory protective devices so that they may be used in a safe and effective manner. Regulatory Reference: OSHA 29 CFR 1910.134 & NFPA 1500. This program oversees the routine maintenance and the annual testing requirements of the districts respiratory protective equipment and associated apparatus such as compressors, Air Purifying Respirators (APRs) and canisters. RIC packs, immbilical air systems and atmospheric monitors.	Annual requirements
				Mask fit - Testing
				SCBA - Flow testing
				MMR testing
				Cylinder hyro (5yrs)
				Air compressor maintenance - Monthly
* PPE Care & Maintenance	White, W (Director of Safety) 566-4340 Jones, M (Logistics Manager) 942-3348	Evaluate, purchase, issue and track PPE. Ensure district issued PPE meets industry standards and provides the highest level of firefighter protection and functionality. Ensure compliance of PPE to regulatory standards of inspection, care, maintenance and record management.	Wearing the right personal protective equipment (PPE) can make the difference between life and death. The purpose of PPE is to shield or isolate individuals from the chemical, physical and biological hazards that may be encountered. Proper care & maintenance of PPE is essential to providing protection to firefighters from potentially life threatening occupational exposures. The PPE Care & Maintenance program evaluates uses, limitations, and regulatory compliance of various types of fire department PPE. This program oversees the management of PPE inspections, cleaning, maintenance, replacement, issuance and tracking of structural PPE and Wildland firefighting ensembles. Regulatory Reference: NFPA 1404, 1500, 1851, 1971, 1975, 1977, 1982, ANSI Z87.1	SCBA maintenance and repair - As needed
				Annual requirements
				Advanced inspections
				Cleaning & as needed
				Repairs as needed
				Wearer inspection - Monthly & after use
				Replacement ten years from the date of manufacture or as needed due to wear.

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINES
*TOP 3 PRIORITIES continued				
* Injury, Illness, Prevention	Armstrong, C (Injury, Illness, Prevention Manager) OSHA Required 566-4343	Prevention and minimize employee injuries and illnesses due to occupational hazards. Promote physical and mental employee fitness. Identify and control workplace hazards and stress. Provide for regular medical screening.	Firefighting is an inherently hazardous occupation, but that does not imply that some of these hazards cannot be prevented or at least minimized. The Injury, Illness, Prevention Plan (IIPP) addresses health and safety issues that confront our members. This program ensures compliance with current local, state and federal laws pertaining to occupational safety and health. This program emphasizes the importance of identifying occupational hazards that exist--both actual and potential. Additionally this program and the district IIPP address factors related to physical and mental fitness and basic health, such as basic knowledge of exercise physiology, good nutrition and stress management.	IIP revision completed pending legal review for district policy adoption.
				Risk, hazard evaluation and mitigation - continual. Employee fitness assesments - annually or as requested. Employee medical exams as required.
ALL PROGRAMS				
PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINE
Eye Protection – District-wide	Wilson, L (Safety Technician) 566-4412 Jones, M (Logistics Manager) 942-3348	Purchase, issue, maintain, replace and track district wide eye protective wear. Evaluate appropriate protection for hazards and fill perscriptive needs as necessary.	The loss of sight can be devastating and is easily preventable. Safety eyewear should be worn whenever there is any chance that machines or operations present the hazard of flying objects, chemicals, harmful radiation or a combination of these or other hazards. The evaluation, selection, issuance and replace of appropriate eyewear is managed through this program.	Purchase protective eyewear as needed to maintain adequate inventory.
			Regulatory Reference: OSHA 29 CFR 1910.133	Facilitate perscriptive protective eyewear purchase, issue and replacement.

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

ALL PROGRAMS continued				
PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINE
Hearing Conservation	Wilson, L (Safety Technician) 566-4412 Jones, M (Logistics Manager) 942-3348 or On duty Metro Safety Officer 566-4315 or On duty BC or shift AC	Purchase, issue, maintain, replace and track district wide hearing protection. Evaluate appropriate protection for hazards and fill prescriptive needs as necessary. Measure and monitor workplace decible readings upon request.	Noise-induced hearing loss is one of the most common occupational diseases and the second most self-reported occupational illness or injury. The extent of hearing damage depends on the loudness of noise to which you are subjected and the length of time you are exposed. Unprotected, continued exposure to loud noise, defined by OSHA as noise levels over 85 decibels (averaged over an 8-hour time period), can damage the hair cells of the inner ear and result in permanent hearing loss. At these noise levels, a company must have a Hearing Conservation Program. Regulatory Reference: OSHA 29 CFR 1910.95	Determine workplace protective needs.
				Provide appropriate hearing protection upon request.
				Evaluate product effectiveness.
				Maintain protective hearing inventory to meet district needs.
Safety Footwear – District-wide	Wilson, L (Safety Technician) 566-4412 Jones, M (Logistics Manager) 942-3348	Evaluate, regulate and issue safety footwear appropriate to type of work and compliant with regulatory standards.	Safety footwear is a component of personal protective equipment. This program evaluates footwear to determine it's appropriateness to the type of work performed by the employee and ensures that district issued footwear meets compliance with industry regulatory standards (NFPA 1971). Program leads issues footwear or vouchers for footwear to provide for fit, comfort and preference of wearer.	Issue appropriate footwear or vouchers for footwear upon employment and as needed for replacement.
Thermal Imaging Cameras	Wilson, L (Safety Technician) 566-4412 Teague, M (Safety Captain) 566-4317 or On-duty Metro Safety Officer 566-4315	Evaluate, purchase and maintain district Thermal Imaging Cameras (TICs). Recommend TIC operational assignments and track inventory.	Thermal Imaging Cameras have enhanced fireground search performance and become an additional tool to improve firefighter safety by providing improved vision and distinguishment between temperature differentials. This program is to assist apparatus operators in maintaining the operational readiness of this valuable fireground equipment.	Maintain Evolution 4000 cameras as long as serviceable costs remain practical. Phase in new smaller replacement cameras as needed.

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

ALL PROGRAMS continued				
PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINE
Live Fire Training / High Risk Training	White, W (Director of Safety) 566-4340 or Teague, M (Safety Captain) 566-4317 or On-duty Metro Safety Officer 566-4315	Evaluate High Risk Training activities for appropriateness, control and compliance to regulatory standards. Develop and communicate IAPs consistent with standards of safety.	Providing emergency service exposes members to inherent risks. In order to prepare our personnel to perform to potential at emergency scene requires a high level of pre incident training that exposes members to risk of injury. High Risk Training activities must be managed to minimize risks to participants while still maintaining a dynamic learning environment that prepares emergency service providers for the arduous and hazardous demands of the occupation. This program asses training hazards. Develops safety go / no go standards and ensures that training activities are conducted in accordance to NFPA and other regulatory standards.	Evaluate training activities for appropriateness. Asses and mitigate training hazards and safety concerns prior to training exercise commencement. Communicate safety plan to participants.
Safety Budget & Purchasing	White, W (Director of Safety) 566-4340 Wilson, L (Safety Technician) 566-4412 Jones, M (Logistics Manager) 942-3348 Miller, G (Deputy Chief Operations) 566-4303	Manage division budget	Develop and maintain a operating budget for Safety. Assist with completing purchases for SAFE by entering requisitions, obtaining purchase orders, tracking orders and invoices and monitoring budget expenditures; assist in preparation of informal and formal bid process	Weekly evaluation of individual accounts; Fiscal Year, Mid-Year Adjustments as necessary
Fireground Accountability	Wilson, L (Safety Technician) 566-4412	Purchase, issue, maintain, replace and track district wide FATS tags and Passports.	Maintain database for FATS Regional Master List for over 2000 fire personnel, including assigning XSA numbers. Purchase and replace Passports and FATS tags for all district apparatus and personnel.	Issue new XSA numbers as needed regionally; replace Passports and FATS tags upon request.
Accident Prevention Analysis	Teague, M (Safety Captain) 616-2417 or On-duty Metro Safety Officer 616-2415	Reduce injuries and loss through incident analysis.	APA intended to reduce injury & loss by conducting a comprehensive analysis of incident resulting in injury, loss, or potential loss (near-miss) event identifying causal factory and development of recommendations and strategies to prevent future occurance. Disseminate findings.	Based on identified need.

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

ALL PROGRAMS continued				
PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINE
Forklift Safety	Clough, S (B-Shift Safety Officer) On-duty Metro Safety Officer 616-2415	Train and maintain records of employees	All forklift operators must be trained, authorized and certified per OSHA regulations. Failure to properly train and certify employees involved in forklift operations exposes employers to citations and monetary penalties, as well as an increased exposure to incidents caused by untrained operators. Regulatory Reference: OSHA 29 CFR 1910.178	Initial and on-going training
Work Station Safety	Wilson, L (Safety Technician) 566-4412	Evaluate and maintain a safe work station environment	Work Station Safety involves human factors/ergonomics and the study of the interaction of the worker and the job in an effort to minimize physical and psychological stress in the workplace. It applies information regarding worker's capacities and capabilities to the design of jobs, products, workplaces and equipment. Regulatory Reference: OSHA 29 CFR 1910 Coincides with Air Quality Testing and Facility Inspections within the IIPP	Upon Request
Hazard Communication	Teague, M (Safety Captain) 566-4317	Develop and maintain a Hazard Communication program	OSHA's Hazard Communication Standard (HCS), sometimes referred to as the Right-to-Know regulation, is designed to ensure that information about these dangers is shared with those who need to know. Chemical manufacturers and importers must convey the hazard information they learn from their evaluations to downstream employers by means of labels on containers and material safety data sheets (MSDSs). Regulatory Reference: OSHA 29 CFR 1910.1200	Provide annual and as needed training per regulatory standard
EMS / Exposure	Hein, R A-Shift Metro Safety 566-4415 Marilyn Guinn Worker's Comp 566-4090	Develop and maintain a unified exposure record keeping system.	To reduce the health risk to workers whose duties involve exposure to blood or other potentially infectious materials, OSHA issued the Bloodborne Pathogens (BBP) Standard (29 CFR 1910.1030) on December 6, 1991 (56 FR 64004). The provisions of the standard were based on the agency's determination that a combination of engineering and work practice controls, personal protective equipment, training, medical surveillance, hepatitis B vaccinations, signs and labels, and other requirements would minimize the risk of disease transmission	Incident specific as needed
				Annual review

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

ALL PROGRAMS continued				
PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINE
EMS Safety	Hein, R (A-Shift Safety Officer) 566-4415	To maintain a controlled and safe environment when responding to EMS responses, rendering patient care, and transporting patients to area hospitals.	A successful EMS system is based upon the state of the art specifications that are incorporated into the modular ambulances that are used in the SMFD delivery system. A modular ambulance needs to comply with the DOT, OSHA, and NFPA standards. They need to be outfitted with the proper personnel restraint systems, an adequate ventilation system, and be easy to decontaminate and disinfect. While rendering patient care all personnel need to protect themselves with proper eye and skin protection. All gurneys and patient moving devices must be ergonomic in design in order to guard against personnel injury. The equipment utilized should be non-porous where possible and easy to clean. Proper biohazard waste disposal and needleless system should be utilized for safe patient care.	Annual review
Emergency Incident Rehabilitation	Armstrong, C (Injury, Illness, Prevention Manager) 566-4343	Develop a Standard Operating Procedure for implementing an incident appropriate rehabilitation plan as a tactical component of the Incident Command System	Section 8.9 of NFPA 1500 requires fire departments to develop a systematic approach to rehab operations. Even the most physically fit firefighter can suffer the consequences of over-exertion and exposure during emergency operations. The purpose of this program is to provide framework for the establishment and operation of a Rehab Sector to support the physiological needs of firefighters engaged in emergency operations during extended duration incidents and training.	Address as part of the Health and Medical Subcommittee. Anticipated SOP proposal completed early autumn 2008
Employee Medical Monitoring Programs	Armstrong, C (Injury, Illness, Prevention Manager) 566-4343 Kelley, L (Training Secretary) 566-4417	Develop scheduling and monitoring system.	District employees are required to be medically cleared for duty on a periodic basis depending on their level of assignment and responsibility. A tracking system allowing for the efficient scheduling and monitoring of each employee's medical clearance is the goal of this program.	System in place by October 2008

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

ALL PROGRAMS continued				
PROGRAM	LEAD	GOALS	DESCRIPTION	TIMELINE
Employee Fitness Assessments	Armstrong, C (Health and Fitness and IIP Manager) 566-4343	Develop fitness assessments for non-suppression day staff. Develop an annual functional fireground specific assessment. Continue annual fitness assessments.	Non-suppression personnel have not had the benefit of annual wellness appraisals. The plan is to develop an annual system of assessments. In corroboration with labor and management, develop an annual fire specific functional assessment for the purpose of assuring safe and effective firefighter performance. Positive assistance is available for those in need. Continue with the district's annual fitness assessments with a vision to move towards mandatory, confidential, no-standards assessments.	Day-staff wellness system in place. FF functional assessment agreement by 1/1/09. Implementation in FY 09/10. Mandatory fitness assessments by FY09/10
Safety Division Management	Teague, M (Safety Captain) 566-4317 White, W (Director of Safety) 566-4400	Coordination of policy updates. Develop and implement a recording keeping program. Development of Safety Training Program. Integrate safety into all District Training activities. Develop a near miss reporting system.	The Safety Division coordinates all activities within the District Safety Program. Although many different personnel are involved in the day-to-day safety needs on the department, the Safety Division provides administrative oversight for all District safety programs. The Safety Division coordinates with the Training Division to ensure that all District training activities meet District safety standards.	Review and update all District Safety Policies. Review District Training Plans and assist with the integration of safety into all District training activities. Develop a District Near Miss Reporting Program.

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

SAFETY ACTIVITIES CALENDAR

Daily

Preventative Maintenance Inspections

- Apparatus
- Self-Contained Breathing Apparatus
- Personal Protective Equipment
- Convault

Weekly

Preventative Maintenance Inspection Apparatus/Vehicle

Convault Inspection

Monthly

Safety Committee Meeting – 3rd Tuesday of the Month

Injury Report

Convault Inspection

Quarterly

Facility Inspections

Personal Protective Equipment Inspections

Annual

Respirator Fit Testing

Personal Protective Equipment Advanced Inspection and Cleaning

Self-Contained Breathing Apparatus Annual Inspection

Mask-Mounted Regulator Annual Inspection

Evaluation of Safety Policies and Program

Immunizations/Tuberculosis Testing

Physical Examinations

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

January

Respirator Fit Testing

Advanced PPE Inspection – Battalion 12 and Special Operations

Physical Fitness Evaluation

February

Advanced PPE Inspection – Battalion 12 and Special Operations

March

Advanced PPE Inspection – Battalion 7 and Administration

April

Advanced PPE Inspection – Battalion 7 and Administration

May

Advanced PPE Inspection – Battalion 5 and Training

June

Advanced PPE Inspection – Battalion 5 and Training

July

Advanced PPE Inspection – Battalion 14 and Safety

Review Injury and Illness Prevention Program

August

Advanced PPE Inspection – Battalion 14 and Safety

September

Advanced PPE Inspection – Battalion 9 and Fire Prevention

October

Advanced PPE Inspection – Battalion 9 and Fire Prevention

November

Advanced PPE Inspection – Battalion 13 and Arson

December

Advanced PPE Inspection – Battalion 13 and Arson

SACRAMENTO METROPOLITAN FIRE DISTRICT

SAFETY DIVISION

SAFETY DIVISION POLICIES

[Health & Safety Goal Statement](#)
[Injury Illness Prevention Program](#)
[Safety Committee Policy](#)

Respiratory Protection Policies
[Respiratory Policy.doc](#)
[Inspection, Care, Maintenance of SCBA](#)

PPE Policies
[PPE-Use of Personal Protective Equipment](#)
[PPE-Security, Storage, Inspection, Cleaning & Decon & Repair & Replacement](#)
[PPE- Primary Eye Protection](#)
[PPE-Personal Purchase of PPE](#)
[Required Footwear Replacement Procedure](#)

Vehicle Safety Policies
[Driving Safety](#)
[Vehicle Incident Reporting](#)
[Code 3 Driving](#)

Cal/OSHA Policies
[Inspection of District Facilities by Cal-OSHA](#)
[Industrial Injury CAL OSHA Notification](#)

Infectious Disease Policies
[Bloodborne Pathogen Control Plan](#)
[Infectious Control-Post Exposure Reporting Procedure](#)

SECTION

TITLE:

Injury Illness Prevention ProgramISSUED BY: **Safety Division**SECTION NUMBER: **388.01**EFFECTIVE DATE: Pending

REVISION DATE:

INJURY AND ILLNESS PREVENTION PROGRAM

IIPP

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SACRAMENTO METROPOLITAN FIRE DISTRICT		
GENERAL PROCEDURES		
SECTION TITLE:	Injury Illness Prevention Program	ISSUED BY: Safety Division
SECTION NUMBER:	388.01	EFFECTIVE DATE: Pending REVISION DATE:

POLICY STATEMENT

Title 8, Section 3203 of the California Code of Regulations requires every employer to have an effective Injury and Illness Prevention Program. The Sacramento Metropolitan Fire District has adopted an IIPP which describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and record keeping.

The Sacramento Metropolitan Fire District recognizes that its most valuable asset is its employees. With that, safety and health must be part of every operation. Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of operations similar to ours.

The Injury and Illness Prevention Program is a comprehensive program dedicated to assuring the safety and health of employees while on the job. The material in this publication specifically describes the minimum requirements, processes and methods used by the Sacramento Metropolitan Fire District to assure the work environment is as safe and hazard-free as possible. Most important, however, it must be understood by ALL employees that any program is only as effective as the efforts and commitment applied towards the program's success. Participation and cooperation by each employee is mandatory.

The Injury and Illness Prevention Program is a living document, which shall periodically be reviewed and modified as necessary to assure that the goal of the program is maintained.

Signed _____ Date _____
Fire Chief
Sacramento Metropolitan Fire District

SACRAMENTO METROPOLITAN FIRE DISTRICT		
GENERAL PROCEDURES		
SECTION TITLE:	Injury Illness Prevention Program	ISSUED BY: Safety Division
SECTION NUMBER:	388.01	EFFECTIVE DATE: Pending REVISION DATE:

RESPONSIBILITY

Introduction

The Board of Directors has the ultimate responsibility to maintain the Illness and Injury Prevention Program (IIPP). The Board shall designate authority to the Fire Chief for implementation and maintenance of the IIPP. The Chief will assume responsibility of the program and be held accountable for its successes and failures.

The Injury and Illness Prevention Program administrator is:

Name: Chris Armstrong

Title: Health and Fitness Program Manager

Address: 4427 Dudley Blvd., Bldg 444, McClellan, CA 95652

Telephone: 916-566-4343

Responsibilities include:

- Implementing provision of the IIP Program for Sacramento Metropolitan Fire District.
- Advising management on safety and health issues.
- Maintaining current information on local, state and federal safety and health regulations.
- Reviewing injury and illness trends.

Managers and Supervisors are responsible for implementing and maintaining Illness and Injury Prevention Program. This includes:

- Ensuring that workplaces and equipment are safe, well-maintained, and in compliance with policies, programs, and practices.
- Ensuring that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs.
- Answering employee questions about the IIPP. A copy of the IIPP is available from each manager and supervisor.

Employees are responsible for following the requirements of the IIPP. This involves: Participating in training programs, as required.

- Keeping themselves informed of conditions affecting their health and safety.
- Adhering to healthy and safe practices in their workplace.
- Promptly reporting to their supervisors of potential hazards in the workplace, injuries and/or accidents.

SACRAMENTO METROPOLITAN FIRE DISTRICT			
GENERAL PROCEDURES			
SECTION TITLE:	Injury Illness Prevention Program		ISSUED BY: Safety Division
SECTION NUMBER:	388.01	EFFECTIVE DATE: Pending	REVISION DATE:

COMPLIANCE

The Fire Chief is responsible for ensuring that District safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the policies fairly and uniformly.

All employees are responsible for utilizing safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. To ensure compliance:

- Employees are trained of the provisions of the IIPP.
- Employees are recognized for making extraordinary contributions to the maintenance of a safe workplace, as recommended by the members of the Safety Committee, and will receive a written acknowledgement signed by the Fire Chief. Copies of these acknowledgements shall be maintained as follows:
 - one copy shall be maintained in the employee's personnel file,
 - one copy shall be forwarded to the employee's immediate supervisor
- Employees who fail to follow safe work practices and/or procedures, or who violate the District's safety rules, directives, or policies and procedures will be subject to the District's progressive disciplinary actions.
- Employees whose safety performance is deficient are retrained as necessary.

SACRAMENTO METROPOLITAN FIRE DISTRICT		
GENERAL PROCEDURES		
SECTION TITLE:	Injury Illness Prevention Program	ISSUED BY: Safety Division
SECTION NUMBER:	388.01	EFFECTIVE DATE: Pending REVISION DATE:

COMMUNICATION

Metro Fire recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. The following system is in place to provide a means of reporting any and all matters which an employee(s) perceives to be, or has potential to be a workplace hazardous condition, piece of equipment, practice or process, which include:

- New employee orientation including a review of our IIP Program
- Employee hazard reporting
- Safety Committee Meeting
- "Employee Safety Communication and Suggestion Form" allowing for anonymous reporting if desired
- E-mail "Safety Folder"
- Monthly Metro Fitness Flyer and Body Bulletin
- Monthly Training Plan
- Company level safety meetings
- E-mail communications to district employees
- PreventionLink online safety training
- Workplace posting and/or distributing of written safety notifications, bulletins, memos, posters etc.

All suggestions will be reviewed by the Health and Safety Committee who will initiate an investigation of each report, by referring the issue to the appropriate Deputy Chief responsible for the particular Division for which the issue effects. The Safety Committee will track the issue through the final decision-making process.

All directives issued as a result of an investigation shall, at a minimum, be distributed to all employees via district e-mail.

NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

SACRAMENTO METROPOLITAN FIRE DISTRICT		
GENERAL PROCEDURES		
SECTION TITLE:	Injury Illness Prevention Program	ISSUED BY: Safety Division
SECTION NUMBER:	388.01	EFFECTIVE DATE: Pending REVISION DATE:

HAZARD ASSESSMENT

Conducting periodic inspections of the Sacramento Metropolitan Fire District's facilities, apparatus and equipment is an important part of ensuring that employees work in a safe and hazard-free environment, and the public is able to visit our facilities without fear of sustaining injury.

Periodic Hazard Assessments are performed by the following competent observer (s) in the following areas of our workplace:

COMPETENT OBSERVER	AREA	FREQUENCY
C-Shift Captains Designated Facility Observer	Facility Safety Inspection Policy 378.01 "Facility Safety Inspection"	Quarterly
Engineers	Emergency Response Apparatus Policy 362.01 "Pre-Trip Vehicle Inspection Report Procedure"	Daily & Weekly
User	Protective Clothing Inspections Policy 770.04 "PPE: Security and Storage, Inspection, Cleaning and Decontamination, and Repair and Replacement"	Upon return to shift & Quarterly
User Preventative Maintenance Technician	SCBA Inspections Policy 730.01C "Respiratory Protection Program – Inspection, Care and Maintenance"	Daily Weekly Annual

Additional Inspections may occur:

- when new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- when new, previously unidentified hazards are recognized
- when occupational injuries and illnesses occur
- whenever workplace conditions warrant an inspection

Employee Report of Hazards can be accomplished through submittal of an "Employee Hazard Communication and Safety Suggestion Form". This report can be submitted anonymously. The Safety Committee has the responsibility of reviewing the form and initiating an investigation. The form can be accessed in the "Forms" folder of the Metro drive on your computer, or by clicking: [Employee Hazard Communication and Safety Suggestion Form](#)

SACRAMENTO METROPOLITAN FIRE DISTRICT		
GENERAL PROCEDURES		
SECTION TITLE:	Injury Illness Prevention Program	ISSUED BY: Safety Division
SECTION NUMBER:	388.01	EFFECTIVE DATE: Pending REVISION DATE:

ACCIDENT/EXPOSURE INVESTIGATIONS

Reviewing accidents, injuries and illnesses is an essential component in providing a safe and hazard-free workplace for employees. By determining, through review, the related facts leading to the cause of an accident or injury, control efforts can be placed in effect to assist in preventing the recurrence of such incidents.

The Sacramento Metropolitan Fire District's Safety Committee shall be responsible for reviewing accidents, injuries, and illnesses in order to assure the Injury and Illness Prevention Program is maintained.

The scope of accident/injury reviewed shall be determined based on the specific incident, using the following criteria:

- If applicable, visiting the accident scene as soon as possible
- Interviewing injured employees and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and corrective actions taken

The Safety Committee shall review all accidents, injuries and illness, which require recording on OSHA Log 301.

All other occurrences shall be reviewed at Management prerogative.

The purpose of the review is to provide information for determining the cause(s) of the accident or injury, including both acts or conditions, and what can be done to prevent similar incidents from recurring.

The benefits of conducting a review are:-

- Discovering underlying or basic cause
- Preventing recurrence
- Identifying Injury/Illness Prevention Program needs

**During any review, remember that the objective is
FACT-FINDING, NOT FAULT FINDING.**

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HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area, except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection.
3. All such actions taken and dates completed shall be documented on the appropriate forms.

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TRAINING AND INSTRUCTION

The Sacramento Metropolitan Fire District believes that training is essential to maximize skills, knowledge and the abilities of all employees. The District has a duty to incorporate safety as an integral part of this training. Employees need to work productively, safely and efficiently.

The District recognizes that safety is an ongoing process within the organization. With this in mind, training shall be conducted as follows:

- 1) When the IIPP is first established
- 2) When new employees are hired *
- 3) When employees are given a job assignment for which they have not previously received training
- 4) Whenever new substances, processes, procedures, or equipment are introduced to the workplace which pose a new hazard
- 5) Whenever an employee, supervisor, or management becomes aware of a previously unrecognized hazard
- 6) To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- 7) All employees shall participate in periodic refresher safety training involving general workplace safety, job specific hazards, and/or hazardous materials as applicable

* Every employee, upon beginning employment, shall be assigned a computer account code for training record keeping purposes. Training records shall be kept in the District's computerized training record keeping system, archived for filing, and/or documentation placed in the employee personal training file.

Employees are trained in both general, and specific Codes of Safe Practices listed in the appendices.

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RECORD KEEPING

No Injury and Illness Prevention Program can be successful without record keeping. Record keeping enables the District to learn from past experiences and make corrections for future operations. In addition, elements of the Injury and Illness Prevention Program require that records be kept of the steps taken to establish and maintain the District's Injury and Illness Prevention Program. The District's record keeping includes the following:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
2. Documentation of safety and health training for each employee, including the employee name or other identifier, training dates, type(s) of training, and training providers.
3. Inspection records and training documentation will be maintained for three years.
4. Any and all documents which verify that the District has maintained on-going two-way SAFETY communication with the employees. These records shall be readily available for review at the Sacramento Metropolitan Fire District Administration Office, Safety Division Manager.

Examples:

- Bulletins, Memorandums, Letters/Correspondence of safety issues
- Minutes of Meetings:
 - Safety Committee
- Unsafe Work Condition/Practice report
- Safety Suggestion Reporting Forms

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CODE OF SAFE PRACTICES

The purpose of this section of the Injury/Illness Prevention Program entitled "Code of Safe Practices" is to document and communicate to employees safe work practices. These practices are designed to eliminate or mitigate recognized hazards.

The Code of Safe Practices is categorized in both general and specific groupings associated with the various job classifications established within the District. Those practices identified in the "General" area are safe practices applicable to ALL employees. Those practices identified in the "Specific" areas are more applicable to particular job classifications.

This set of safe work practices is not complete, since periodic updates will be published to ensure that the methods for the safe use of new equipment, procedures and processes are communicated to employees.

The Code of Safe Practices, adopted through Policy and Procedure, are enforceable through the progressive disciplinary process established by the District.

It shall be the responsibility of each employee of the Sacramento Metropolitan Fire District to make every effort to provide notification to his or her supervisor upon observing that an unsafe practice exists within the District, or to suggest any safety practices which should be contained within the Code of Safe Practices.

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CODE OF SAFE PRACTICES

GENERAL SAFETY PRACTICES

All supervisors shall insist that employees observe and obey every policy and procedure as necessary for the safe conduct of work, and shall take such action as necessary to maintain compliance.

All employees shall follow all safe practices, render every possible aid to safe operations, and report all unsafe conditions or practices to his or her supervisor, including the following:

1. Report all injuries to their supervisor regardless to how minor.
2. Horseplay, fighting and other actions that have a negative impact on safety or well being of employees are prohibited.
3. Be familiar with and practice all safety requirements associated with their job.
4. Use all appropriate and required safety equipment associated with their job.
5. Keep all safety guards and devices in place and in proper working condition.
6. Use the right tool for the job.
7. Keep all tools in good condition.
8. Keep the work area clean, neat and orderly.
9. Prevent strains through the use of proper techniques when lifting or moving objects.
10. Perform only the work that you have been properly trained and/or qualified to do.
11. Do not expose yourself to a known hazard without obtaining the necessary safety equipment, instructions and training needed to perform the job safely.
12. Assist co-workers who are less experienced.
13. When in doubt, **ask questions first**. Use good judgment at all times.
14. Contribute to the Injury/Illness and Prevention Program.

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CODE OF SAFE PRACTICES

OFFICE ENVIRONMENT

1. The workplace should be kept free of debris and floor storage with adequate aisle space maintained.
2. File cabinet drawers shall be opened one at a time and closed when work is finished.
3. Care should be exercised when closing file drawers to avoid pinching fingers.
4. When carrying loads, care should be exercised to avoid over-exertion and strain.
5. Use rest periods to relax eyes and body.
6. Keep your work area safe by closing desk drawers and placing desk chairs under desk when leaving your desk.
7. Use extreme caution when wearing high heels, as they may contribute to serious falls.
8. While sitting in chairs, keep all legs of the chair on the floor.
9. Keep means of egress clear of obstacles, well lighted and unlocked.
10. Keep fire protection equipment visible and accessible at all times.
11. Wipe up all spills promptly.
12. Never stack materials precariously on top of lockers, file cabinets or other relatively high places.
13. Appliances such as coffee pots and microwave ovens should be kept in good working order and inspected periodically for signs of wear, heat or fraying of electrical cords.
14. Ensure plate glass windows and doors are adequately marked to prevent employees and the public from accidentally going through them.
15. Use a stepladder to reach objects that are above normal reach. Never use chairs, desks or other office furniture as a makeshift ladder. Do not overreach while on a ladder.
16. Store heavy items at waist level to reduce reaching up or bending down to lift them.

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17. Keep paper cutter blades in the down (locked) position when not in use.
18. Use message holders that do not have sharp points to prevent hand and arm injuries.
19. Keep paper clips, thumbtacks and pins where they cannot cause injury.
20. Do not overload electrical circuits.
21. Do not place space heaters near combustibles or in areas where they may be forgotten.
22. Keep hands clear of doors with automatic door closers.
23. When working with computers and typewriters, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
24. Take frequent breaks to stretch while working at a desk.
25. Know the location of fire extinguishers in your building.
26. In the event of a fire, sound the alarm and evacuate, gathering at the designated location.
27. Workstations shall be equipped and maintained in such a manner to meet the ergonomic needs of the employee.
28. While sitting at desks, use correct posture.
29. When sitting in or getting up out of a chair, the chair should be held onto to prevent chair movement.

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LOGISTICS/WAREHOUSE ENVIRONMENT

1. Only authorized employees shall operate machinery and equipment.
2. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
3. Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the employee performing the work.
4. Where appropriate, locking and/or tagging shall be used to prevent accidental activation of equipment.
5. Air hoses shall not be disconnected at compressor until hose lines have been bled.
6. Inspect pallets and their loads for integrity and stability before loading and moving.
7. Shut off engine, set brakes and block wheels of forklift, while not in use.
8. Inspect motorized vehicles and other mechanized equipment daily or prior to use.

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FLEET MAINTENANCE ENVIRONMENT

1. Do not allow unauthorized persons in the maintenance area.
2. Approved eye protection must be worn whenever an employee is on the floor of the service bays.
3. When using welding equipment, appropriate eye, hand and body protection shall be worn.
4. Always wear appropriate level of protective equipment when working with hazardous materials.
5. Avoid direct skin contact when working with petroleum products such as fuels and oil.
6. An exhaust containment system shall be used whenever a vehicle is running inside the service bay area.
7. Maintain all tools and equipment in good condition.
8. Damaged tools or equipment will be removed from service and tagged "DEFECTIVE" or similar out of service marking.
9. Use only the appropriate tool for the job.
10. Portable electric tools shall not be lifted by the cord.
11. Employees shall not work under vehicles supported by jacks without protective blocking that will prevent injury if jacks or hoist should fail.
12. Wear hearing protection in all areas identified as having high noise exposure. Also, notify other employees in the area to wear hearing protection.
13. Do not use unauthorized flammable liquids for cleaning.

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CODE OF SAFE PRACTICES

FIRE STATION ENVIRONMENT

1. Keep driveways and walkways clear of debris, equipment, hoses, etc.
2. Use only minimal water on driveways and walkways during winter months to avoid icy conditions from occurring.
3. Do not leave hoses, sprinklers, and tools lying around yards and lawns.
4. Keep all electrical cords out of aisles, walk areas or other areas where a trip hazard is created.
5. Use apparatus room exhaust system, if available, at all times apparatus is being operated inside the apparatus room. When not available, open all apparatus room doors.
6. Personnel positioned as back-up persons for apparatus should never place themselves between the backing apparatus and stationary objects, i.e. walls, vehicles, etc.
7. Step off, do not jump off, apparatus when exiting vehicle. Use caution to avoid stepping onto curbs, uneven ground surfaces or into holes.
8. Remain seated with seatbelt fastened at all times when riding in/on vehicles.
9. Keep all apparatus compartment doors closed when not removing or replacing tools or equipment.
10. Do not use unauthorized flammable liquids for cleaning.
11. Do not place tools or miscellaneous items, such as coffee cups, anywhere on the apparatus equipment where they are not secured.
12. Guard openings, trenches and hazard areas with sufficient warning indicators, covers, etc.
13. Eye protection must be worn whenever there is risk of eye injury from splash, projectile, particulate, or airborne matter. Examples include checking batteries and fluid levels, drilling, grinding, etc.

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CODE OF SAFE PRACTICES

FACILITIES DIVISION ENVIRONMENT

1. Adequately illuminate all worksites.
2. Promptly remove all combustible scrap, waste, and debris from the worksite.
3. Protective goggles or face shields shall be worn where there is a danger of flying particles or goggles.
4. Approved safety glasses shall be worn where there is a risk of eye injuries such as punctures, abrasions, contusions or burns.
5. Hard hats shall be worn where the danger of falling objects exists.
6. Approved respirators shall be worn where the danger of inhaling vapors, mists, or dusts exists.
7. Approved safety footwear shall be worn to prevent injuries from crushing, falling objects, or penetrating actions.
8. Hearing protection shall be worn when sound levels exceed those of the Cal-OSHA noise standard.
9. All portable ladders shall be maintained in good condition and the moveable parts operate freely without binding or undue play.
10. Ladders shall not be used as guys, braces, skids, gin poles, or for other than their intended purposes.
11. All tools and equipment including ladder are maintained in good condition.
12. All tools shall be replaced or repaired promptly and not used if found bent, worn, fractured, etc.
13. All employees shall be trained in the proper use of the tools and equipment they are expected to use.
14. All safe guards shall be maintained in place and not modified or removed.
15. All tools and equipment shall be periodically inspected and properly maintained and serviced according to the manufacturers recommendations.
16. Temporary 15 and 20 ampere GFI equipped circuits shall be used during construction.

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17. All electrical tools shall be properly grounded.
18. Employees who operate powder-actuated tools shall be trained in their use and carry a valid operators card.
19. All powder-actuated tools shall be approved in writing by the Division of Occupational Safety and Health.
20. All powder-actuated tools shall be stored in its own locked container when not in use.
21. All powder-actuated tools shall be left unloaded when not in use.
22. All powder-actuated tools shall be inspected for defects before use.
23. All machinery or equipment capable of movement shall be de-energized and blocked or locked out during cleaning, servicing, adjusting, or setting up operations.
24. Electricians shall be familiar and comply with the Cal-OSHA Electrical Safety Orders.

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Employee Hazard Communication and Safety Suggestion Form

Name:

Date:

Station (Optional):

<p>Describe Equipment, Process, Practice or Workplace Condition</p>
--

Is this a Health and or Safety Hazard?

<p>Suggestion for Minimizing or Abating Hazard – or for Training.</p>
--

Use additional sheets as necessary. Attach any pertinent Reports of Occurrence or other documentation.

SAFETY DIVISION USE BELOW THIS LINE

Hazard Class: _____ **Tracking Number:** _____

<p>Action Taken and Date</p>

Please return all completed forms to the Safety Division

Policy 720.01

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